



Minutes HISTORY MUSEUM AND LIBRARY ADVISORY BOARD Wednesday, March 2, 2016

Minutes of the HISTORY MUSEUM AND LIBRARY ADVISORY BOARD recorded at 5:30 p.m. on Wednesday, March 2, 2016, within the Tempe History Museum - Board Room, 809 E. Southern Ave., Tempe, AZ.

(MEMBERS) Present:

Virginia (Ginny) Sylvester (Chair)
John Linda (Vice-Chair)
David Huizingh
Margaret (Peggy) Moroney
Mary O'Grady
Jacque Tobias
Jennifer Wagner

(MEMBERS) Absent:

Gail Rathbun

City Staff Present:

Barbara Roberts, Deputy Director, Library and Cultural Services
Brenda Abney, Museum Manager, Library and Cultural Services
Amanda Martin, Administrative Assistant, Tempe History Museum

General Public Present:

Larry Conway, Friends of the Tempe Public Library Representative
Eduarda Yates, Tempe Historical Society Representative

Agenda Item 1 - Call to Order:

- Virginia (Ginny) Sylvester, History Museum and Library Advisory Board Chair, called the meeting to order at 5:30 p.m.

Agenda Item 2 - Call to the Audience:

- None

Agenda Item 3 – Approval of the February 3, 2016 History Museum and Library Advisory Board Meeting Minutes - ACTION

- Virginia (Ginny) Sylvester asked Board members to review the unapproved History Museum and Library Advisory Board Meeting Minutes document dated February 3, 2016.

MOTION: John Linda made a motion to approve the February 3, 2016 History Museum and Library Advisory Board Meeting Minutes as presented.

SECOND: Margaret (Peggy) Moroney seconded.

DECISION: The February 3, 2016 History Museum and Library Advisory Board Meeting Minutes were approved as presented.

Agenda Item 4 – Friends of the Tempe Public Library Report:

- Larry Conway reported on the following to the Board:
 - Construction related to the Library's new radio frequency identification device (RFID) system has begun within the Friends of the Tempe Public Library Bookstore sorting room.
 - Conway noted that the processing of books has been placed on a temporary hold until construction is completed.
 - A volunteer from the Friends of the Tempe Public Library Board is working with the Tempe City Council on the potential Little Free Library system project.
 - L. Conway added that the Friends organization wants to assist with initially stocking all Tempe Little Free Library locations if the project is approved.
 - Barbara Roberts stated that it has been suggested that the City of Tempe provide up to \$300 for every resident who wants to install and maintain a Little Free Library in their yard.
 - Jennifer Wagner inquired about whether or not a discussion has occurred about limiting the number of Little Free Libraries installed within Tempe. B. Roberts replied that there has not been a discussion.
 - Conway shared with the Board that the Friends of the Tempe Public Library's attorney completed a Memorandum of Understanding (MOU) with the financial donors of the proposed John Gannon Literacy Center.
 - B. Roberts added that the next step in the process is for the Mayor to approve that the request to donate be forwarded to the appropriate Board or Commission for consideration.

Agenda Item 5 – Tempe Historical Society Report:

- Eduarda Yates reported on the following to the Board:
 - The Tempe Historical Society (THS) continues to plan and promote the Hayden's Ferry Days event, scheduled to occur March 18 and 19, 2016. Yates noted that the events on March 19 include history-based tours, live music, exhibitor booths and food.
 - E. Yates informed the board that THS is in need of more sponsor booths for March 19.
 - Yates stated that the THS Board is sponsoring a table at the March 18 fundraising dinner, and added that Marshall Trimbball will attend the dinner.
 - The February 10 THS Lunch Talk featured former Tempe Fire Chief, Cliff Jones. Yates added that the March 9 Lunch Talk highlights guest speakers Larry Mischler and Peggy Bryant from the Tempe Daily News. The last Lunch Talk is schedule to occur on Wednesday, April 13 and features Ron Pies, former City of Tempe Community Services Director.
 - THS updated its membership term so that those who join after January 1 are included in membership from the time of joining through April of the following year. E. Yates added that the standard membership term has been from April to April.
 - THS is hosting an ice cream social at 2 p.m. on Sunday, May 15 for current and prospective Society members.
 - E. Yates distributed the Spring 2016 THS Newsletter to the Board.

- David Huizingh shared with the Board that the THS Facebook page doesn't display the correct THS website URL: www.TempeHistory.org. Brenda Abney stated that she and THS have been working to gain access to the THS Facebook page, which was created and managed by a previous THS member.

Agenda Item 6 – Staff Reports:

- Library Report – Barbara Roberts reported on the following to the Board:
 - Information related to the proposed John Gannon literacy center within the Library will not be reviewed during this meeting **since the request has not yet been forwarded to the board by the Mayor**. (See Agenda Item 7).
 - More than 80% of the Library's collection has been tagged as part of the new radio frequency identification device (RFID) conversion, and that tagging is on-target to be completed in two weeks. B. Roberts added that behind-the-scenes construction related to the RFID system has begun, and that all RFID equipment is on-schedule to arrive in April, with sorting equipment delivery delayed until June. Roberts noted that funding for the project won't rollover to fiscal year 2016-2017.
 - Library staff committees created for the Strategic Planning process are wrapping-up their assignments and will finalize a plan at the end of March. Roberts will distribute copies of the Strategic Plan to the Board once it is drafted.
 - A campus-wide computer hardware and software refresh is scheduled throughout the month of March for the Tempe History Museum, Edna Vihel Activity Center, Pyle Adult Recreation Center and the Tempe Public Library.
 - Roberts explained that the City of Tempe's IT Department will convert as many units as possible to virtual computers, allowing for more effective monitoring and system updating to staff and public computers. Roberts added that the City's operating system will be updated from Windows XP to Windows 7.
 - The City hired EPG, a local landscape architectural firm, to develop a landscape master plan for the complex on Rural Rd. and Southern Ave. Roberts stated that the plan will address seating, irrigation, plants, shade/shade structures, signage and revitalization to patios. Roberts confirmed that the planning process is scheduled to take a year, and that physical development of the project is approximately one-to-three years out.
 - Interviews are in the process of being scheduled for the new position of Deputy Community Services Director - Arts and Culture. Roberts verified that the Library will become its own division, and that the Arts and Culture Deputy will oversee Arts-based recreation classes, the Public Art program, Art in Private Development (AIPD), the Tempe Center for the Arts (TCA) and the Tempe History Museum.
 - Roberts added that first interviews are expected to occur at the end of March, with second interviews anticipated to occur in early April.
 - Roberts announced to the Board that she is retiring on June 2, 2016. Roberts added that her position as Deputy Community Services Director - Library and Cultural Services is expected to post as being open by the end of the week.
- Museum Report – Brenda Abney reported on the following to the Board:
 - B. Abney distributed a handout of March 2016 events to Board members which included information about upcoming programs such as LOUD V (March 5) and "Legendary Locals of Tempe" Book Launch with Stephanie deLusé (March 23).
 - Abney is working with ASU Professor, Richard Toon, to create a more formalized museum internship program at THM. Such a program would allow THM to consistently host student interns throughout the year.

- THM is partnering with the Arizona Railway Museum and plans to borrow artifacts for the 2016-2017 "Trains in Tempe" exhibit.
- THM has placed a medical history exhibit titled *From House Calls to Hospitals* on display in the museum's Community Room. It will remain up through April 24, 2016.
- Abney is planning and participating in upcoming local, regional and national museum conferences that will be held in Arizona: the Museum Association of Arizona's Symposium (April 8, 2016), Western Museum Association's conference in Phoenix (September 25-28, 2016), and the American Alliance of Museums conference (May 2018).

Agenda Item 7 – Consideration of naming request and donation for a new literacy center in the Library – Discussion and possible action

- Barbara Roberts informed the Board that the City of Tempe Mayor has not yet assigned this naming request to the Board. Roberts suggested that the Board vote to remove this item from the Agenda, and noted that it may be included on the April 6 meeting Agenda.

MOTION: Jennifer Wagner made a motion to remove Item 7 from the March 2, 2016 Agenda.
SECOND: John Linda seconded.
DECISION: Item 7 is removed from the March 2, 2016 Agenda.

Agenda Item 8 – Museum Exhibits Policy – Discussion and possible action to approve Museum Exhibits Policy

- Brenda Abney reported on the following to the Board:
 - Tempe History Museum (THM) staff is working through the Museum accreditation process and is addressing gaps in policies and procedures. B. Abney informed the Board that she and THM Exhibits Coordinator, Dan Miller, drafted an Exhibits Policy that outlines the following: exhibit selection, exhibit themes and designs, and exhibit technology needs. Abney added that THM's current exhibits are in-line with or better than what is recommended through accreditation standards.
 - Mary O'Grady inquired whether or not the THM meets the Americans with Disabilities Act (ADA) standards. Abney confirmed that the Museum currently supports and meets ADA standards as recommended by the accreditation self-study process.

MOTION: Jennifer Wagner made a motion to approve the Museum Exhibits Policy with the incorporation of additional information about the Tempe History Museum's ADA accessibility status.
SECOND: John Linda seconded.
DECISION: Museum Exhibits Policy approved with the incorporation of additional information about the Museum's ADA accessibility status.

Agenda Item 9 – Museum Collections Committee Report - Discussion and possible action on committee report recommendations

- Written report for March provided.
- Jennifer Wagner reported on the following to the Board:
 - There are currently 25 Provisional Deposits held by the Museum.
 - There are four new Provisional Deposits.
 - Jacque Tobias asked for a definition of "provisional deposits." J. Wagner explained that provisional deposits are items donated by a community member

that are waiting to be reviewed and voted upon by the Collections Committee; the acquisitions are then recommended to the Board for approval.

- There are new recommended acquisitions from four different donors, including: Legend City concert tickets, coupons and small diorama; miscellaneous local items; a tank top; a drinking glass.
- Brenda Abney reported to the Board that the Collections Committee has discussed providing a long-term furniture loan to the Eisendrath House Museum.
- B. Abney stated that the Collections Committee updated the Museum's "New Incoming Loan Form." Abney explained that the form contains updated legal language appropriated from the Tempe Center for the Arts Gallery "New Incoming Loan Form," which has been crafted and reviewed by the City of Tempe Attorney's Office. Abney further explained that updates to the Museum's form address the areas of "Photo Usage" and "Claims."
 - J. Wagner clarified that the previous version of the Museum's "New Incoming Loan Form" stated that loans were not covered by the Museum's insurance, which was incorrect.
- Ginny Sylvester asked for clarification between incoming loans and acquisitions. B. Abney explained that loaned items are held for a period of time and returned to the donor, whereas acquisitions are not returned to the donor. Abney further explained that language is included in the loan agreement giving donors 30 days to retrieve an item, with storage fee charges starting at 60 days of not retrieving an item.
- Abney shared with the Board that the Collections Committee is working to creating a formal fee structure for the curation of archaeological collections.
 - Mary O'Grady asked for clarification about the requirements of an archaeological collections fee structure. Abney stated that Collections Curator, Josh Roffler, is in the process of reviewing fees charged by other institutions that act as repositories for archaeological collections. Abney explained that items that come out of the ground during construction or other projects need to be stored. Items received from City of Tempe projects will not incur a charge, whereas third-party organizations needing storage will be required to pay a one-time fee per deposit. Abney clarified that accepted items will be stored, catalogued and available for public view, but don't become part of the collection.

MOTION: Mary O'Grady made a motion to approve the recommended acquisitions and the updated Museum Collections "New Incoming Loan Form" as presented.

SECOND: Jacque Tobias seconded.

DECISION: Recommended acquisitions and an updated Museum Collections "New Incoming Loan Form" were approved as presented.

Agenda Item 10 – Board Members' Announcements

- Margaret (Peggy) Moroney commented on the Tempe History Museum's (THM) furniture loan to the Eisendrath House Museum, stating that the Eisendrath House committee is happy to have the furniture, and is continuing to look for funding for acquire historically accurate furniture and décor circa the 1920's-1930's.
- P. Moroney reminded the Board that the Tempe Teen Leadership class is participating in the Hayden's Ferry Days "Walk through History Tour" on March 19, with the purpose of learning about Tempe history, helping to identify Public Art pieces along the route, and interject historical information during the tour.

Agenda Item 11 – Adjournment

- Chair Virginia (Ginny) Sylvester adjourned the meeting at 6:24 PM.

The next meeting date and location of the History Museum and Library Advisory Board is Wednesday, April 6, 2016 at 5:30 PM in the Tempe Public Library – Board Room.

Prepared by: Amanda Martin
Reviewed by: Barbara Roberts and Brenda Abney

Approval signature: History Museum and Library Advisory Board Member

UNAPPROVED